City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER 400 Boardman Avenue Traverse City, MI 49684 (231) 922-4480 tcclerk@traversecitymi.gov



Dear Applicant:

Subject: Secondhand Store License

Enclosed is an Application for a Secondhand Store License which must be completed in its entirety prior to submission. Please familiarize yourself and adhere to the Traverse City Code of Ordinances Chapter 856 *Secondhand Stores* which can be viewed in its entirety at https://library.municode.com/mi/traverse_city/codes/code_of_ordinances?nodeId=PTEIGHTBU RETACO_TITTWOBURE_CH856SEST.

When submitting your application, please include the following:

- 1). \$50 Application Fee
- 2). All Secondhand Stores being licensed within the City limits that are of the same owner. If you need additional room to list multiple store locations please use a separate piece of paper.

Please note that all Secondhand Store Licenses will expire on December 31 of each year.

Once your application and required documents have been received, the City Clerk's Office will obtain approvals from the appropriate departments and agencies. This process may take up to one week. Once all departments have approved your request, the City Clerk's Office will issue you a formal *Secondhand Store License*.

We hope this information is helpful! The City of Traverse City looks forward to working with you to compliment the living experience in Traverse City! Should you have any questions, please feel free to contact anyone in the City Clerk's Office at (231) 922-4480 or contact Kim Lautner, Licensing and Election Specialist at klautner@traversecitymi.gov.

Most Sincerely,

Benjamin C. Marentette, MMC

City Clerk

CITY OF TRAVERSE CITY APPLICATION FOR SECONDHAND STORE LICENSE



(City Ordinance 856)

Business Name:							
☐ Proprietorship	☐ Partnership	☐ Partnership ☐ Corporation					
Business Address:	(Street)	(City)		(State)	(Zip)		
Business Address:	(Street)	(City)		(State)	(Zip)		
Email Address:			Phone No:				
Owner/Manager Name:	(First)		(Last)		(Title)		
Owner/Manager Reside			City)	(State)	(Zip)		
Driver's license No				_ Issuing State:			
State Sales Tax No							
The undersigned, being the operation, service, and correct to the best comply with all provise the State of Michigan is required during the	or act stated hereon tof his knowledge sions of the ordinar relative to the open	on and t and beli nces of th ration, s	hat the st ef. Depon he City of ervice, or	atements made ab nent further says t f Traverse City and act for which this	ove are hat he v d the la	true vill ws of	
Deponent further agree which may be imposed that may be adjusted a of litigation in connect because of negligence license/permit was issued.	d upon it, to reimbe against it and to re tion with the defen- in the performance	urse the imburse se of cla	City of T the City ims as su	Traverse City for a of Traverse City f ch liability and cla	ny legal or all ex ims may	liability xpenses y arise	
The applicant acknow records in its possessic records or materials r as permitted by the Fi	on. The applicant leceived by the City	hereby g	gives perr ne applica	nission to the City ant as it may be re	to relea	se any	
Date:			Signatur	e			